



## Agenda Item Summary

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**File #:** RES 19-294, **Version:** 1

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### **Submitted By**

Steven Drazner, CFO

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving an Independent Contractor Agreement with Third Millennium Associates, Incorporated to Provide Utility Billing Services for a Three Year Term in an Annual Amount Not to Exceed \$25,000 and Authorizing Its Execution**

### **Overview**

The Village has been using the services of Third Millennium Associates, Incorporated (referred to herein as "TMA") dating back to 1999. TMA provides billing and mailing services for all the Village's utility bills pursuant to monthly data provided to them by the Village from the BS&A utility billing module. Village staff has been extremely satisfied with the services provided by TMA and no significant issues have been encountered.

### **Staff Recommendation**

Approve the Resolution

### **Fiscal Impact**

The monthly cost for TMA services (excluding postage) averages approximately \$1,700 per month or \$20,000 per year and \$24,000 has been budgeted in Water Fund account #5040.41300.101.530660 to cover this expense.

### **Background**

The Village has been outsourcing the printing and mailing of utility bills with TMA dating back to 1999. TMA specializes in processing municipal utility bills and has proven to be an exceptional vendor for the Village over the last twenty years.

On average, approximately 4,000 bills are printed and mailed each month which includes one third of all residential accounts (billed out quarterly) and all commercial accounts (billed monthly).

TMA has not increased their fees since the expiration of the prior agreement in March 2010. However, executing a new three year contract with TMA will formalize the engagement services and outline their fees as well as protect the Village from unwarranted price increases. Please note that per the proposal, TMA will only increase their fees if they provide evidence to the Village of price increases in paper stock, production (ink/toner), or other components which are required for the printing and mailing of utility bills.

**Alternatives**

Research other vendors or perform the billing function internally

**Previous Board Action**

N/A

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A

**Intergovernmental Cooperation Opportunities**

N/A

**Performance Management (MAP) Alignment**

N/A